

## **CITY OF BURBANK**

### **ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR – TRANSPORTATION AND PLANNING**

#### **DEFINITION**

Subject to administrative determination of policy, to plan, organize, and direct the current planning, transportation, and advance planning activities for the City; and to perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Directs, plans, and implements planning and planning related activities and other assigned projects; develops and recommends goals and objectives; supervises, trains, and evaluates employees; develops and reviews the preparation of special studies, analyses, and research projects; makes conclusions and recommendations for action; reviews the development and maintenance of the General Plan for the future growth and development of the City in accordance with state laws; reviews the impact of changes in planning law; coordinates the collection and maintenance of a data base including demographics, census, economic, and land use data; directs the City's zoning activities, including the administration and interpretation of zoning regulations; makes public presentations on current transportation and advance planning matters; meets and works with professional and public groups; directs the preparation of original research and interpretive work in the area of General Plan preparation and analysis; attends meetings of the City Council, boards, commissions, and committees as appropriate; responsible as Secretary for several City Boards and Commissions under the Department's purview; plans, administers, and directs the City's transportation program; researches, evaluates, and makes recommendations on existing and proposed transportation systems; implements transportation objectives; develops transportation financing sources; monitors compliance with federal, state, and local government; manages project budgets; develops short and long-range transit plans; coordinates with other jurisdictions and private transit programs; serves as the City's liaison to local, state, and federal agencies; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the principles and practices of urban planning, including planning law and state policies regarding planning; the interrelationships between various federal, state, and local governmental planning agencies; the principles and practices of personnel management and supervision; urban transportation planning, management, and operation; current laws and practices governing federal, state, and local funding of transportation projects.
- Ability to - analyze administrative problems and develop effective solutions; seek creative options for a wide range of land use concerns and issues; coordinate, supervise, and evaluate the work of others; communicate effectively, both verbally and in writing; make oral presentations; establish and maintain effective working relationships with City officials, supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of progressively responsible experience in urban planning, including two years in a responsible supervisory or management capacity and graduation from an accredited college with a degree in urban planning, public administration, or a related field.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.